



Title: Title 1, Payroll/Personnel Manual

Chapter:

Bulletin: Title 1, 08–11, Ethnicity and Race Indicator (ERI) and Race and National Origin (RNO) Processing for Database Change

Date: October 31, 2008

To: Holders of Payroll/Personnel Manual

The National Finance Center (NFC) will be implementing various modifications as part of the 2008 Payroll/Personnel System (PPS) database change project, which is effective Pay Period 22. This bulletin addresses changes related to processing of the Ethnicity and Race Indicator (ERI) and Race and National Origin (RNO) data.

All accessions hired on or after January 1, 2006, were required to complete ERI information via Standard Form (SF)–181. The ERI was designed to replace the old format under RNO. Since adding a new data element for the ERI data required a database change, NFC developed a temporary process to capture that data via the Master File Change Document (030 Document). With the implementation of the PPS database change, NFC has established a permanent ERI field.

Upon implementation of the database change, data previously entered by agencies via the 030 Document will be moved to the permanent ERI field. Additionally, the RNO code will be changed to a read only status and will remain available for query purposes only. Agencies will not be able to change the RNO code on the database for an employee.

The PPS will accept/display the ERI data in the following applications/processes:

- Master File Change Document in Entry, Processing, Inquiry, and Correction System (EPIC) and EmpowHR
- Personnel Action Input Document (063 Document) in EPIC and EmpowHR
- Front–End System Interface (FESI)
- FOCUS Reporting System (FOCUS)
- Information/Research Inquiry System (IRIS)

The criteria for processing the ERI data are as follows:

- It is comprised of 6 individual positions (Hispanic, Native American, Asian, African American, Hawaiian Pacific Islander, and White).
- Each position must be equivalent to either 0 (false) or 1 (true) to indicate the employee's designation of each of the 6 categories.

- The ERI data elements cannot be all zeros (000000), but can be all ones (111111).
- The ERI code should be entered on the accession or conversion action via the 063 Document. If ERI changes are needed after entry on the accession or conversion action, the History Correction Update Processing (HCUP) System should be used to make the adjustment.
- ERI data can be updated via the 030 Document for employees hired prior to January 1, 2006. However, the data will not be moved to History until the next personnel action is processed on that employee.

The following applies to employees with a duty station of Puerto Rico or Hawaii:

- Due to the new ERI designations, employees with a duty station of Puerto Rico or Hawaii are no longer required to further designate their Ethnicity or Race.
- Agencies may retain the old RNO values for employees as long as they remain in that duty station. If an employee moves to another duty station, they will be required to complete a new SF-181 for the ERI format.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about the database changes as described above to the Payroll/Personnel Call Center at **504-255-4630**.

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Government Employees Services Division

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